

Does your job affect food costs?

Let's take a glance at some of the tasks that are performed in your kitchen daily.

Directions: Match the **cost control station number** on the right to **the task** associated with that control station on the left. Some may have multiple numbers. Place the number to the left of the task.

Kitchen Tasks or Duties

- _____ A. Check invoice against products actually delivered
- _____ B. Utilize production records to forecast quantities needed
- _____ C. Rotate stock with FIFO
- _____ D. Order food based on the menu to reduce waste
- _____ E. Arrange food, condiments and supplies for efficient service
- _____ F. Reconcile deposits and meal counts to cash register tape
- _____ G. Buy on competitive bid and utilize price quotes from at least two vendors
- _____ H. Use standardized recipes, following package directions and recommended portion size for age group
- _____ I. Follow the menu as planned
- _____ J. Develop a system to replenish the food quickly
- _____ K. Store refrigerated and frozen items first
- _____ L. Inspect the merchandise condition
- _____ M. Lock all storage areas
- _____ N. Determine which foods will use "Just-in-Time" preparation
- _____ O. Count and record leftovers on the production sheet
- _____ P. Set prices based on a break-even formula
- _____ Q. Organize and work efficiently and select the correct piece of equipment for the task
- _____ R. Serve the appropriate portion size for the age group
- _____ S. Complete production records accurately
- _____ T. Plan for the use of leftover food

Cost Control Stations

1. Planning and Purchasing
2. Receiving and Storing
3. Production of Food Items
4. Serving and Portion Control
5. Closing and Documenting

